STRIPES Communiqué

Integrated Management Navigation System
Strategic Integrated Procurement Enterprise System

DEPARTMENT OF ENERGY STRIPES

October 31, 2008

The STRIPES Communiqué is one of the many ways you will receive information and progress updates about the STRIPES Project. If you did not receive this communiqué via e-mail and would like to be added to the STRIPES mailing list, send an e-mail to STRIPES@hq.doe.gov with the word "subscribe" in the subject line.

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The STRIPES Fiscal Year End Story

On October 1, 2008, the Office of Headquarters Procurement Services (MA-64), the Office of Civilian Radioactive Waste Management (RW), Strategic Petroleum Reserve (SPR), the Naval Reactors Office (NR), and NNSA's Headquarters Procurement Office (HPO) checked off the completion of their first fiscal year end using STRIPES. These offices deserve applause for the hard work, dedication, and diligence put forth to accomplish this feat. Reflecting on the completion of the fiscal year, three themes resonated with the STRIPES community: Communication, Preparation, and Training.

1. Communications. Persons in procurement and finance worked hand-in-hand to complete contract and financial assistance awards. This direct interaction and coordination allowed contracting specialists and finance/budget analysts to verify data and resolve issues in real-time. 2. Preparation. Reconstructing instruments properly and thoroughly had a truly significant impact on the ability to complete year end actions without major complications. 3. Training. Fully engaging the users and solidifying their basic understanding of the STRIPES software provided for operational fluidity. This facilitated continuous on-the-job training by outreach from the functional and technical support teams. Like any system implementation, there were internal and external challenges which need to be evaluated and processes updated as necessary. Nonetheless colleagues noted high morale, good work ethic, and continuous management support as key enablers for great teamwork and a strong finish to the first fiscal year under STRIPES. Amidst a combination of excitement, trepidation, and anxiety, team work from all parties resulted in a productive first year end.

Helpful Hints: Sites Share Their Experiences

As five sites completed their deployments and ten additional sites move forward with their implementation efforts, it is important to take a moment to collaborate and exchange information. Ask each other…What went well? What could be improved? How did you troubleshoot a potential issue? What can I do to prepare for my deployment? Here is a list of suggestions that could significantly improve your preparations and ease your transition to deployment.

- ➢ Maintain open lines of communications between requisitioners and finance/budget officers. Keep each respective office, Program, Procurement, and Finance/Budget, in the know.
- ➢ Perform a data refresh/clean up to guarantee the award information is correct between STRIPES and the source systems - PADS, FPDS-NG, and STARS.
- ➢ Utilize the mock reconstructions to validate and correct data at the source within your existing awards.
- ➢ Give yourself time to go through a complete reconstruction process, especially if your Site has a large volume and dollar value of instruments.
- ➢ Conduct a pre-training exercise prior to the scheduled on-site training visit. This added instruction will curtail the learning curve and save valuable time when completing actions.
- ➢ Employ multiple methods of training to sustain the level of knowledge within your user community. Alternatives include Computer Based Training (CBTs), Quick Guides, and targeted training sessions on P-cards, requisitions, and the award review/approval process.

Training Takeaways

STRIPES training began this month at the Idaho, Oak Ridge, and EMCBC offices. During the training participants discussed the transition to a paperless environment where the information in STRIPES is the official contract file. While it was recognized that STRIPES will maintain the official contract file, all participants agreed that printing out some of the files would occur. One participant suggested that the printed copies be used as "working copies" to ensure there's no confusion which document should be viewed as the "Official" version. Forms printed from STRIPES can display the text "Working Copy" on the document if a copy is printed prior to it being released. To do so follow these instructions: From the Package - Cover Page menu option, click on the Printer icon, click the dropdown list box and select "Working Copy."

Policy Corner

OFPP Interagency Agreement
In June 2008 the Office of Federal Procurement Policy (OFPP) issued policy entitled, "Interagency Acquisitions" for the purpose of providing guidance on improving the use and oversight of Interagency Agreements (IA). The guidance, now effective, provides instructions for two types of IAs, " direct " and " assisted ". In conjunction with the Office of Procurement Policy, the STRIPES team has developed templates and instructions for the assisted IA, which requires the execution of a Part A and Part B. There were no changes in STRIPES relating to direct IAs, and users will continue to place orders in accordance with the user manual. The Acquisition Letter (AL) for Interagency Acquisitions has been updated to reflect DOE's policies relative to approvals, authority, and data accuracy. The AL should be released in the very near future.

Financial Assistance Tip Guide
The Tip Guide for Financial Assistance has been released! Please reference the guide for specific details for handling financial assistance-related awards. The Guide can be found in the STRIPES Library.

And remember…   *"Change is inevitable, except from vending machines."*   *~Unknown*

STRIPES Project Information